



Indiana Department of Homeland Security WebEOC Version 7.2 Login Guide

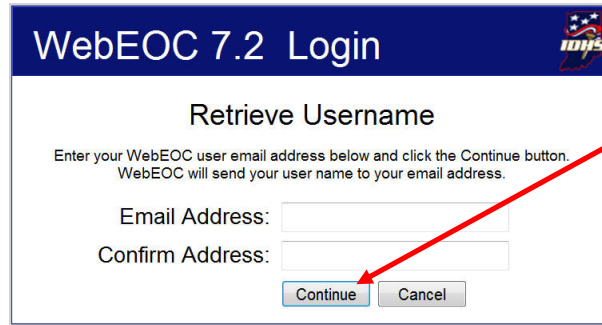
This guide is designed to assist authorized users access the State of Indiana's WebEOC system. It assumes the user has completed the standard WebEOC class and has been issued login credentials by the WebEOC administrator.

- To login:
 - ✓ Go to <https://eoc.in.gov>.
 - ✓ Do not use www in the address.
 - ✓ Use https (include the s).
 - ✓ Disable pop-up stoppers for this site before attempting to login. If a yellow bar noting "Pop-up blocked" appears above the login box, right click in the bar and choose to allow pop-ups for the site.
 - ✓ Enter your user name and password.
 - ✓ You will be required to create a new password the first time you login.
 - ✓ Passwords must be a minimum of 9 characters, contain both upper and lower case letters and at least one numeral.

Your user name should be in the format of Last Name, First Name (Agency) as shown:

- Please note: after several invalid attempts to login to the system your account will be locked.
 - ✓ Use the Forgot Username/Password feature before your account is locked.
 - ✓ If your account is locked, you must wait 10 minutes before it is unlocked.
 - ✓ IDHS does not recommend the use of add-ons such as Google and Yahoo tool bars.
- If you forget your username:
 - ✓ Go to the log in page and click on Forgot Username/Password?
 - ✓ Choose Retrieve Username.

- ✓ Enter your email address associated with your WebEOC account in both spaces and click Continue.



The screenshot shows the 'WebEOC 7.2 Login' page with the 'Retrieve Username' section. It instructs the user to enter their WebEOC user email address and click the Continue button. Below the instruction are two text input fields labeled 'Email Address:' and 'Confirm Address:'. At the bottom are 'Continue' and 'Cancel' buttons. A red arrow points from the 'Continue' button to the instruction text above.

- ✓ An email containing your username will be sent to you.

- If you forgot your password:

- ✓ Choose Forgot Username/Password from the first screen.
- ✓ Click on Reset Password.



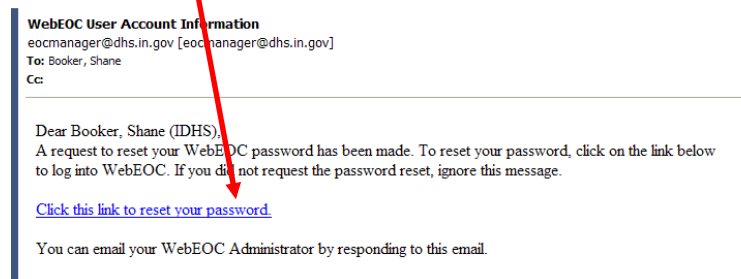
The screenshot shows the 'WebEOC 7.2 Login' page with links for 'Retrieve Username' and 'Reset Password'. A 'Cancel' button is at the bottom. A red arrow points from the 'Reset Password' link to the instruction text above.

- ✓ Enter in your username and email address associated with your WebEOC Account and click on Continue.



The screenshot shows the 'WebEOC 7.2 Login' page with the 'Reset Password' section. It instructs the user to enter their WebEOC username and email address and click the Continue button. Below the instruction are two text input fields labeled 'Username:' and 'Email Address:'. At the bottom are 'Continue' and 'Cancel' buttons. A red arrow points from the 'Continue' button to the instruction text above.

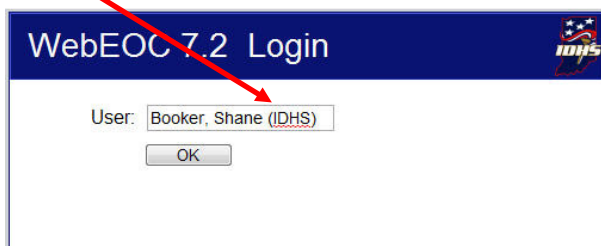
- ✓ You will receive an email with a link that will take you to the login screen.
- ✓ Click on the link in your email.



The screenshot shows an email titled 'WebEOC User Account Information' from 'eocmanager@dhs.in.gov'. The email body says: 'Dear Booker, Shane (IDHS), A request to reset your WebEOC password has been made. To reset your password, click on the link below to log into WebEOC. If you did not request the password reset, ignore this message.' Below this is a blue hyperlink: 'Click this link to reset your password.' A red arrow points from the instruction text above to the hyperlink.

- ✓ You will be taken to a new log on screen.

- ✓ Enter your username.



The screenshot shows the 'WebEOC 7.2 Login' window. The title bar is dark blue with the text 'WebEOC 7.2 Login' and a small logo on the right. The main area is white. It contains a 'User:' label followed by a text box containing 'Booker, Shane (DHS)'. Below the text box is an 'OK' button. A red arrow points from the instruction 'Enter your username.' to the text box.

- ✓ Click OK and you will be prompted to enter a new password.
- ✓ Enter your new password in both spaces and click OK.



The screenshot shows the 'WebEOC 7.2 Login' window after clicking OK. The title bar is dark blue with the text 'WebEOC 7.2 Login' and a small logo on the right. The main area is white. It contains a red text prompt: 'You must enter a new password to continue: You may not use the same password.' Below the prompt are two text boxes: 'New Password:' and 'Confirm Password:'. Below the text boxes is an 'OK' button.

If you need additional assistance, please send an email to: WebEOC@dhs.in.gov.